

Department of Police  
Technical Services Division

(606) 327-2080  
Fax: (606) 327-2050

Post Office Box 1864  
Ashland, Kentucky 41105-1864

[www.ashlandkypd.com](http://www.ashlandkypd.com)  
[toddkelley@ashlandkypd.org](mailto:toddkelley@ashlandkypd.org)

February 20, 2013

Shawn Musgrave  
c/o Muckrock News  
Dept MR 1517  
P.O. Box 55819  
Boston, MA 02205-5819

Mr. Musgrave,

In response to your request for information, the Ashland Police Department does not currently own or plan on purchasing an aerial drone. As it relates to the related questions we submit the following:

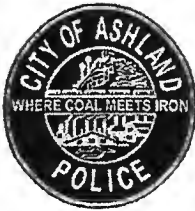
1. We have not purchased, are not planning and have not received any proposals for drones.
2. We do not have any policies, guidelines, manuals and/or instructions on drones.
3. We do not have any records concerning the use of drones or plans to do so.
  - a. No plans to use drones
  - b. No policies, guidelines, manuals and/or instructions on storage requirements or procedures on storage for static photos or video from drones
  - c. N/A
  - d. N/A

Sincerely,

Robert W. Ratliff  
Chief of Police



Todd Kelley  
Major



## Ashland Police Department

201 17<sup>th</sup> Street  
Ashland, KY 41101  
606.327.2020

### APD OPEN RECORDS REQUEST FORM

Requester information (Please print legibly):

First Name: SHAWN

Last Name: MUSGRAVE

Mailing Address: MUCKROCK NEWS, DEPT MR 1517, PO BOX 55819

City: BOSTON State: MA Zip: 02205-5819

E-mail: shawn @ muckrock.com

Best Contact Phone: 617 - 429 - 8554

Cell: \_\_\_\_\_

Preferred Delivery: ☐ Pick Up (10 cents per page on criminal reports, \$5 per collision report)

☒ U.S. Mail (10 cents per page on criminal reports, \$5 per collision report, Postage cost)

☐ On-Site Inspection (8:30 am to 5:00 p.m. M-F, except holidays)

#### Records Requested:

(to expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection))

see attached

To inspect a public record, you must make a written request to the official custodian of records of the agency. You should describe the records you want to inspect in detail, sign the request, and print your name on it. You may hand deliver, mail, or fax your request to the agency. If you wish, you may use our form. (KRS 61.872)(Open Records Act, KRS 61.870 to 61.884)

Signature: Shawn Musgrave

Date: 2/19/2012

#### \*\*\*\*\*AGENCY USE ONLY\*\*\*\*\*

Received by: Min Toon Kwee

Date: 2/19/13

Time: 1059

Received by Records Custodian, Date: Min Toon Kwee

Time: 2/19/13

Initial: UKC

Response Sent Date: 2/20/13

(US Mail) (Pick Up) (On Site Inspection)

Notes:

To Whom It May Concern:

Pursuant to Kentucky Open Records Act , I hereby request the following records:

1. any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter "drones");
2. any policies, guidelines, manuals and/or instructions on department use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone;
3. any departmental records concerning this department's use of drones now or plans to use drones in the future including:
  - a. the types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office;
  - b. policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times;
  - c. the altitude at which drones can or do fly;
  - d. drones' ability to carry weapons.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Brandon Wieber